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USS WSS
CFC Ch

PIC/TTB/M-3/59

TECHNICAL DEVELOPMENT BOARD

Third Meeting

5 November 1959

MINUTES

PRESENT:

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1. Contract Status Book

[] announced that the Contract Status Books are ready for distribution. The purpose, format, and procedures for maintaining this inventory of current contractual actions were explained. Copies will be distributed to each member of the Board, the Office of the Director, and the Technical Development & Services Staff. The Administrative Staff will be responsible for maintaining the master copy.

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2. Procurement of technical equipment

The policy and procedures for reviewing procurement requests for technical equipment were discussed and the following recommendations made:

- a. All requisitions for technical equipment will be submitted to the Chairman, Technical Development Board, via the Chief, Administrative Staff.
- b. Items costing \$200 or more will be presented to the Board for their review and recommendations.
- c. Items costing less than \$200 will be submitted to the Board at the discretion of the Chairman of the Board.
- d. Recommendations of the Board for equipment procurement will be included in the Minutes of the Meeting and submitted to the Executive Officer for approval.

The Board reviewed two requisitions for equipment procurement and recommended that they be purchased. (See Attachment A).

3. Discussion of Space Requirements for Present Equipment and Equipment on Order

- a. [] reviewed a study made by the Technical Development and Services Staff of the space and logistical requirements for equipment now on order. The use of each item was explained as well as the expected delivery date. (See Attachment C)

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[] recommended that the Technical Development & Services Staff continue the study of equipment space requirements and present recommendations to the Board for space utilization for equipment soon to be received. Included in future studies of space requirements should be an investigation of (1) individual working areas, and (2) group working areas. An intensive look must be made of the type of equipment the PI must have, the best equipment grouping arrangement, and the types of furniture required.

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4. Report on Computer Programming

Postponed until future meeting.

5. Unscheduled Items

a. [] explained the need for a Film Titler and recommended that one be bought. [] stated that an Eastman Kodak Titler would cost \$28,892 and could be delivered in six to eight months. The recommendation was referred to [] for further study.

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b. [] read a letter from [] transmitting a proposal for a study of the psychological factors involved in the PI Cell. Copies of the proposal will be reproduced and distributed to members of the Board. [] was directed to draft a reply to the Company indicating that the proposal has been received and is under study.

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c. [] read a proposal from [] concerning recommended modifications to the 4X Printer. These modifications, which will make the equipment adaptable for different film sizes and provide a better light source, will cost \$9,200. [] recommended that these changes be made and the Board concurred in his recommendation. (See Attachment B)

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Meeting adjourned at 11:30 a.m.

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[]
Secretary

Attachments: A. Recommendations
B. Proposal for Modification of Photo Devices
4X Printer
C. Study of Space Requirements for Equipment

Distribution: []

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Info Cys: []

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Attachment A

TECHNICAL DEVELOPMENT BOARD

The following actions were reviewed and concurred in by the Technical Development Board at its third meeting on 5 November 1959:

- 1. Policy and procedures for reviewing procurement requests for technical equipment. (para. 2 of Minutes)

APPROVED:

[Redacted Signature]

Executive Officer

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- 2. Recommended items for procurement:

<u>ITEM</u>	<u>FOR USE IN</u>	<u>EST. COST</u>
Dry Mounting Press	DMD	\$359.95
Supply Magazine for Photo Devices 70mm Camera	DMD	350.00
Take-up Magazine for Photo Devices 70mm Camera	DMD	425.00
Proposal from Photo Devices for modification of 4X Printer (see Attach B)	DMD	9,200.00

APPROVED:

[Redacted Signature]

Executive Officer

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